



POLICIES *and* PROCEDURES

Board of Trustees Policy Number:
ACAF 3.07

Date of Adoption/Revision:
July 22, 2016

SUBJECT	COURSE LEVEL AND NUMBERING DESIGNATION
AUTHORITY	College Registrar
APPLICABILITY	This policy applies to all Bennett College courses.
PURPOSE	This policy provides the framework for the identification of courses by developing a numbering scheme (assigned level and numbering) to allow consistency and clear indications of course level, sequence, and logic within the curriculum

POLICY	<p>Beginning with the 2016-2017 academic year, all approved courses offered by Bennett College will be identified using a protocol for course numbering system consisting of two separate units: (1) the subject or departmental designation [two-four digits] and (2) the course number [three digits].</p>
PROCEDURES	<p>The specific course designation and number will appear in the College Catalog and registration schedule directly in front of the course title (<i>see Appendix A Department Course Subject or Departmental Designation</i>).</p> <p>A three-digit number identifies the course number. The first digit reflects the level at which the course is taught. The level designations are as follows:</p> <p>000-099 Noncredit courses (remedial) Remedial courses or prerequisite courses needed to meet certain conditions of admission and do not apply toward any degree requirement.</p> <p>100-299 Lower-division courses Introductory lower-division undergraduate courses, usually taken by first-year students and generally do not include prerequisites.</p> <p>200-299 Primarily for sophomores Courses designed to present a large body of information without expecting a mastery of detail (e.g., survey courses in history or literature) or to present general theoretical or methodological approaches (e.g., foundation courses in the social, natural and physical sciences) or to teach skills or techniques at an introductory level (e.g., general physical education) are considered to be lower division. Lower-division courses (usually taken by third or fourth-year students) may be expected to include elementary and may include intermediate levels of subject matter competency but not advanced levels.</p> <p>300-399 Upper-division courses Upper-division undergraduate courses usually taken by third- or fourth-year students and are normally courses in the major, those at the highest levels of the College and those that often include significant prerequisite preparation.</p>

	400-499 primarily for seniors
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Advanced upper-division undergraduate courses that require a high degree of disciplinary sophistication or specificity in content; these courses assume considerable prerequisite knowledge and experience and include courses such as independent study, independent research, capstone courses, internships or those undergraduate courses that are cross-listed with graduate or professional courses..

Replaces policy:

<i>Date:</i>

The department offering a course is identified by two-four letters (Appendix A):
Appendix A for Department Course Subject or Departmental Designation

AC	Accounting
ACES	Aces
AN	Anthropology
AB	Arabic
AR	Arts Management-Visual Arts
BI	Biology
BA	Business Administration
CH	Chemistry
CS	Computer Science
EC	Economics
ED	Education
EN	English
EI	Entrepreneurship Studies
FI	Finance
FR	French
GS	Global Studies
HE	Health & Physical Education
HI	History
IS	Interdisciplinary Studies
JM	Journalism & Media Studies
LW	Literature/Writing
MA	Mathematics
MU	Music
OR	Orientation
PH	Philosophy
PE	Physical Education & Health
SC	Physical Science
PY	Physics
PO	Political Science
PS	Psychology
RL	Religion
RS	Research Methods
RU	Russian
SW	Social Work
SO	Sociology
SP	Spanish

SE	Special Education
SH	Speech
KI	Swahili
TH	Theatre
TK	Turkish
WBP	Willa B. Player
WS	Women's Study

BENCHMARK

10 colleges/universities; HBCU; top public colleges' top colleges in NC; top liberal arts colleges; top HBCU

College/University	Course Numbering System	Reasoning
Spelman College Atlanta GA	3 letter subject 3 digit number	100 – 499 progressive study number designation
Greensboro College Greensboro NC	3 letter subject 4 digit number	1000 – 4999 progressive study number designation
North Carolina State University Raleigh NC	2-3 letter subject/department 3 digit number	100 – 499 progressive study number designation (undergrad)
Howard University Washington DC	4 letter subject 3 digit number	001 (remedial) – 499 progressive study number designation (undergrad)
Appalachian State University Boone NC	3 letter subject 4 digit number	1000 – 4999 progressive study number designation (undergrad)
Elon University Elon NC	3 letter subject 3 digit number	100 – 499 progressive study number designation
College of William & Mary Williamsburg VA	3 letter subject 3 digit number	100 – 499 progressive study number designation
University of North Carolina at Chapel Hill	4 letter subject 3 digit number	Course abbreviation represents administrative home; In general, the system of course numbering works as follows: 50–99 First-year seminars and other courses reserved for special Purposes; 100–199 Introductory undergraduate courses; 200–399 Undergraduate courses considered to be above the introductory level; 400–699 Courses open to undergraduate and graduate students
Brown University Providence Rhode Island	4 letter subject 1-4 digit number	Courses open only to undergraduates are numbered from 1 to 999. Courses open to undergraduate and graduate students are numbered 1000 to 1999. Courses open to graduate students and, by special arrangement, to undergraduates are numbered 2000 to 2999. Courses open only to students enrolled in the Medical School are numbered 3000 and above.
Dartmouth College Hanover New Hampshire	4 letter subject 1-2 digit number	The numbering of each course indicates the level of the course. Numbers 1-9 are used primarily to designate courses on an introductory level; numbers 10-79 are used for the general course offerings of the

		<p>department or program. The significance of the various levels depends on the needs of the department or program, but the higher numbers generally indicate courses of more advanced and specialized nature. Numbers 80-89 are used for certain special types of courses, such as seminars, thesis courses, independent study, and honors courses. The numbers 90-99 are used for certain advanced undergraduate major courses.</p>
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